



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, March 9, 2010 at 1:00 p.m.
PLACE:	861 Silver Lake Blvd, Dover, Delaware Conference Room B second floor of the Cannon Bldg.
MINUTES APPROVED:	May 11, 2010

MEMBERS PRESENT

Jerrold Spilecki, Professional Member, President
Carolyn Cotter, Public Member, Vice-President
Terri White, Professional Member
Timothy Ballas, Professional Member
William Daisey, Public Member
Maria Simoes, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis Oliva, Deputy Attorney General
Renee' Holt, Administrative Specialist II

MEMBERS ABSENT

Frances Wimbush, Healthcare Member, Secretary
Hope Squier, Healthcare Member

OTHERS PRESENT

CALL TO ORDER

Ms. Cotter called the meeting to order at 1:10 p.m.

REVIEW OF MINUTES

The Board reviewed the minutes of the February 9, 2010 meeting. Ms. Cotter made a motion, seconded by Ms. White to approve the minutes as presented. The motion was unanimously approved.

The Board tabled the review of the minutes from November 10, 2009 meeting.

UNFINISHED BUSINESS

Strategic Plan

There was nothing to report.

Discussion on Updating Current AIT Program

The Board discussed the revised AIT Program form for the Assisted Living portion of the Program. Ms. Holt confirmed the form would be posted to the website as a fill-able PDF document for the use of preceptors and candidates. Mr. Daisey made a motion to accept the form as amended, seconded by Ms. White. The motion was unanimously approved.

NEW BUSINESS

Approve Eligibility to Test

On February 9, 2010, the Board accepted Anna Marie Hoover's final report. Ms. Holt clarified that the Board needed to approve Ms. Hoover to sit for the NAB examination. Ms. White made a motion, seconded by Mr. Daisey, to approve Ms. Hoover to sit for the NAB examination. The motion was unanimously approved.

Review of Continuing Education

The Board reviewed the application for Continuing Education approval submitted by Gina Nanna for the course *Changing the World: Integrated Services and Systems* held March 2, 2010. Ms. White made a motion to approve the course for 5.5 CE hours. Ms. Simoes seconded the motion. The motion was unanimously approved.

Mr. Spilecki entered the meeting at 1:33 p.m.

Mr. Spilecki recessed the meeting at 1:40 p.m.

Mr. Spilecki reconvened the meeting at 1:45 p.m.

REVIEW OF ADMINISTRATOR IN TRAINING APPLICATIONS

There were no applications to review.

REVIEW OF AIT PROGRESS REPORTS

There were no reports to review.

APPLICATION FOR NURSING HOME ADMINISTRATOR (Examination approval)

There were no applications to review.

NURSING HOME ADMINISTRATOR LICENSE RATIFICATION

There were no licenses issued since the last meeting February 9, 2010.

TEMPORARY ADMINISTRATOR LICENSE (RATIFY)

There were no licenses issued since the last meeting February 9, 2010.

REVIEW OF NURSING HOME ADMINISTRATOR RECIPROCITY APPLICATIONS –

There were no applications to review.

Complaints

There were no updates to the current complaint status.

Rules and Regulations Discussion

Ms. Holt provided copies of the draft revisions from September 15, 2009. The Board reviewed the draft revisions. After further discussion, the Board requested Ms. Davis Oliva collect any additional documents available from revision discussions after September 15, 2009 that were completed while Ms. Catherine Hickey, Deputy Attorney General, was representing the Board. The Board agreed to discuss the revisions at the next meeting in May 2010.

Other Business before the Board (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment.

SCHEDULED MEETING – The next meeting will be held on May 11, 2010 at 1:00 p.m. at 861 Silver Lake Boulevard, Cannon Building, Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Ballas made a motion, seconded by Ms. White to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 2:45 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Renee' M. Holt". The signature is written in a cursive, flowing style.

Renee' Holt
Administrative Specialist II